



**Tennessee Department of Environment and Conservation
Attorney 4/ Managing Counsel
Office of General Counsel
Monthly Salary Range: \$5468 - \$9840**

About the Tennessee Department of Environment and Conservation (TDEC)

The department is responsible for:

- safeguarding the health and safety of Tennessee citizens from environmental hazards;
- protecting and improving the quality of Tennessee's land, air, and water; and
- managing the system of 54 Tennessee State Parks and 82 Natural Areas.

TDEC has 2,900 employees working across Tennessee supported by a total budget of more than \$300 million with funding from dedicated fees and state parks revenue, federal grants, and state general fund appropriations. The department is the chief environmental and natural resource regulatory agency in Tennessee with delegated responsibility from the U.S. EPA to regulate sources of air pollution, radiological health issues, solid and hazardous waste, underground storage tanks, water pollution, water supply, and groundwater pollution. TDEC has eight (8) regional offices across the state serving as the primary point of contact for their respective regions. The department offers a program of grants and loans to assist local communities with the development and maintenance of drinking water and wastewater infrastructure as well as solid waste disposal, waste prevention, plus programs for recycling and local parks. Particular emphasis is placed on front-end environmental education; strong, effective enforcement; and promoting sustainable practices by individuals, communities and organizations.

Objective of This Posting

We are seeking high caliber legal professionals who share the same values of integrity, fairness, accountability, teamwork and commitment to excellence.

Summary of Position

The Attorney 4 position serves as team leader for the Environmental Law & Enforcement Team in the Office of General Counsel (OGC). The Team includes four (4) Attorneys, the Natural Resource Trustee Program Manager, and the Civil Enforcement Coordinator for the agency. The position is Executive Service and part of the OGC's Senior Management team. The Attorney 4 reports to the Deputy General Counsels.

Principal Duties and Responsibilities

Managerial:

- Supervise and manage attorney and non-attorney personnel assigned to Environmental Law and Enforcement Team in OGC.

- Conduct periodic case management reviews of each Team member.
 - Evaluating and identifying training needs of the Environmental Law and Enforcement Team based on job duties and responsibilities of Team members.
 - Draft and implement SMART Job Plans for Team members that support the Commissioner's strategic plan for the agency.
 - Conduct interims and performance evaluation of Team members.
 - Review and approve public presentations by Team members.
- Advise, assist and support the General Counsel in carrying out his duties and obligations of the office.
 - Assist and advise in the development of strategic plan for OGC, including the development and implementation of metrics.
 - Review and analyze current procedures, model documents, and processes in OGC to determine opportunities to improve performance, accountability and team work.
 - Assist and advise in the legislative priorities and management of legislative activities of the agency.
 - Assist and advise on complex project development based on established priorities and available opportunities and resources.
- Mentor and develop OGC staff using a supportive and collaborative approach on the importance of professionalism in a legal office.

Legal:

- Provide legal advice to Commissioner and Department senior management (as well as other personnel) as requested.
- When needed, prepare memoranda, letters or other documents to carry out both the advice and the action of the Department.
- Represent the Department in administrative Contested Cases. This duty includes, but is not limited, to the following:
 - Review file and familiarize facts, issues of law and reason for order and penalties or permit so as to initiate action, including issuance of Commissioner's order
 - After review of the file, if appropriate, negotiate a settlement of a contested case matter.
 - If settlement not appropriate or one cannot be reached, prepare for hearing by conducting any necessary discovery, filing pre-hearing motions, preparing witnesses and exhibits for hearing.
 - Present case to the appropriate board or administrative law judge.
- Perform complex as well as routine legal reviews and analyses in order to formulate courses of actions which support the business mission and maintain compliance with laws and regulations
- Interpret and apply federal and state legal requirements affecting agency programs by studying existing and new legislation, anticipating future legislation, enforcing adherence to requirements and advising management on needed actions
- Maintain professional and legal knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional societies

Knowledge, Skills and Abilities:

The successful candidate will have:

- Superior management skills; ability to coach and mentor a team with diverse levels of expertise
- Effective interpersonal skills dealing with people at various levels within the organization, as well as, external stakeholders
- Keen analytical skills which support tactical and strategic decision-making
- Integrity, a proactive approach, excellent judgment, a results-oriented and problem-solving mentality
- A commitment to the mission of the organization and dedication to operational results
- Proven leadership skills – able to influence and motivate others to achieve quality results in an effective and efficient manner
- High energy capacity and bias for action
- Adaptability and resilience

Education / Experience:

Bachelors' degree

Law Degree

Law License

5 or more years of experience with Law License

Supervisor/Management experienced preferred

All interested candidates should submit a resume to Selena Cunningham, TDEC Director of Human Resources. The posting will remain open until the position is filled. Questions can be addressed to Selena Cunningham at (615) 532-0200 or Selena.Cunningham@tn.gov.

Selena Cunningham, Human Resources Director

Tennessee Department of Environment and Conservation

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Nashville, TN 37243

TDEC is an AA/EEO/ADA employer. Women and minorities are encouraged to voluntarily identify themselves.